

DD/MAS 74-3090
DD/MAS Registry
File Records

13 AUG 1974

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Intelligence
Deputy Director for Operations
Deputy to the DCI for the Intelligence Community
Deputy to the DCI for National Intelligence Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT : Records Management Handbook

1. The Records Management Handbook is issued by the Information Systems Analysis Staff. It establishes guidance, standards, methods, techniques and procedures for the Records Management Program of the Agency. It is written primarily for personnel in the records management field, but it also tells other management personnel and their staffs how this Program operates and their responsibilities as managers toward the Program.

2. The statutory authorities for the management of paperwork operations and Federal records is contained in several public laws, including the "National Archives Act of 1934" (44 USC 300-300d) as amended, the "Records Disposal Act of 1943" (44 USC 366-380) as amended, the "Federal Property and Administration Services Act of 1949" as amended by Public Law 754 "Federal Records Act of 1950" (44 USC 391-402) and Public Law 91-287 of 23 June 1970 (44 USC Section 3303a). These statutes are implemented in detail in the General Services Administration's Federal Property Management Regulations and in Title 41, Chapter 101B, "Archives and Records," Code of Federal Regulations.

3. On 2 October 1950, the Agency General Counsel issued an opinion that the Agency must comply with the Records Disposal Act, insofar as it does not conflict with the provisions of Public Law 253, and the Agency should comply with Public Laws 152 and 754 whenever possible, even though each specifically exempts the Agency from its provisions. However, if such compliance would result in the unauthorized disclosure of intelligence sources and methods, Public Law 253 must be followed.

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4. The Records Management Program for the Agency is defined in series of the Agency regulations and notices.

5. The Deputy Director for Management and Services is responsible for issuing guidelines, plans and objectives covering the direction, scope and content of the Records Management Program within the entire Agency. The Chief, Information Systems Analysis Staff serves as the Agency Records Management Officer and audits the Program. The Program operates on a decentralized basis; that is, Deputy Directors and Heads of Independent Offices administer their own programs.

6. Further definement and procedures, policies and instructions will be found in Directorate and Independent Office manuals.

7. The first chapter of the Records Management Handbook contains the duties and responsibilities of managers of records including Agency, Directorate and Office records management officers and records custodians. The chapters that follow deal with the various phases of records management and will be issued as they are developed for publication.

8. All levels of management within the Agency are encouraged to become familiar with the Records Management Program, the duties and responsibilities of their records management personnel, and to provide support to the Program through active participation and cooperation. Your support will help us meet our objective to produce the most efficient and effective records program possible.

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John F. Blake
Deputy Director
for

Management and Services

cc: AO/DCI

Distribution:

*0 + 8 - Adm (via ISAS)
1 - AO/DCI (via ISAS)
2 - DDM+S Chrono, Subject*

*Note: Handbooks filed in
notebook on cabinet*

FOREWORD

1. This chapter of the Records Management Handbook contains criteria and guidelines for the review and selection of proper filing equipment, filing supplies, and appropriateness for installation of special purpose vaults.

2. This chapter is designed to cover a majority of records storage matters; however, it must be realized that it cannot deal with all situations which may occur. Questions arising concerning the chapter content may be submitted to Chief, Information Systems Analysis Staff (C/ISAS). Users are encouraged to submit suggestions and recommendations for improving and standardizing methods, techniques, and procedures pertaining to this subject and chapter of the handbook.

3. This handbook will be revised as required. Approved revisions will be distributed to handbook chapter recipients with filing instructions. The handbook chapters will be supplemented with bulletins on information of a temporary nature.



John F. Blake
Deputy Director
for
Management and Services

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FOREWORD

1. This chapter of the Records Management Handbook contains the standards and instructions to be used in the orderly transfer and disposition of Agency records from office space to the Agency Records Center and in compliance with instructions provided in Agency Records Control Schedules.

2. This chapter is designed to assist Records Custodians, Records Management Officers, and Records Center personnel to perform their various duties involving records accessioning, reference, and disposition with emphasis on the preparation of records, packaging for shipment, and control procedures. It is also designed to give other managerial personnel a better understanding of the records retirement program and the responsibilities of records personnel working under their supervision. This chapter reveals the interconnected processes involved in managing a well-organized records disposition program to provide for the preservation and protection of Agency records as required by Federal statutes.

3. Questions arising concerning the chapter content may be submitted to Chief, Information Systems Analysis Staff (C/ISAS). Users are encouraged to submit suggestions and recommendations for improving and standardizing methods, techniques, and procedures pertaining to this subject and chapter of the handbook.

4. This handbook will be revised as required. Approved revisions will be distributed to handbook chapter recipients with filing instructions. The handbook chapters will be supplemented with bulletins on information of a temporary nature.



John F. Blake
Deputy Director
for
Management and Services

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FOREWORD

1. This chapter of the Records Management Handbook establishes guidance, standards, methods, techniques, and procedures for installing and maintaining the "Subject-Numeric System of Classifying and Filing" within the Agency. It is written primarily for all records custodians, but it also helps management personnel to know how the files management program operates in connection with their supervisory responsibilities in support of the program.

2. The use of this standard system for the orderly arrangement and maintenance of records will increase the administrative usefulness of records. It will expedite the disposition of records when they are no longer needed, facilitate the preservation of records having permanent value, and simplify the training of employees.

3. The subjects appearing in the "Subject List", Part Two of this chapter, are predominantly administrative in nature. This has been done deliberately in the belief that the chapter can be used "as is" for administrative or nontechnical files. Records Administrative Branch (RAB), Information Systems Analysis Staff, will assist in adopting or modifying the procedures or "Subject List" for offices needing more technical subject categories than those provided.

4. Any questions arising concerning the content of this chapter may be submitted to Chief, RAB. You are encouraged to submit suggestions and recommendations for improving the standards, methods, techniques, and procedures within this chapter. The chapter will be revised as required. Approved revisions will be distributed to chapter recipients with filing instructions. The Records Management Handbook will be supplemented with bulletins on information of a temporary nature.

5. All records custodians and management supervisory personnel are encouraged to provide active participation and cooperation in support of this Program.



John F. Blake
Deputy Director
for
Management and Services

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FOREWORD

1. This chapter of the Records Management Handbook contains criteria and guidelines for initiating a survey and inventory of records holdings, evaluating records to determine their retention value, and preparing Records Control Schedules.

2. This chapter is designed to help the Agency meet its obligations in the preservation and disposition of Agency records through the development and use of Records Control Schedules. Approved Agency Records Control Schedules are the established instruments of authority which prescribe the legal retention or disposition of Agency records. The disposition of Agency records will conform with prescribed instructions provided in the Agency Records Control Schedule relating to the records concerned. Agency Records Control Schedules will be developed and maintained in compliance with the Agency Records Management Program requirements delegated through the decentralized Directorate and Independent Office programs.

3. Questions arising concerning the chapter content may be submitted to Chief, Information Systems Analysis Staff (C/ISAS). Users are encouraged to submit suggestions and recommendations for improving and standardizing methods, techniques, and procedures pertaining to this subject and chapter of the handbook.

4. This handbook will be revised as required. Approved revisions will be distributed to handbook chapter recipients with filing instructions. The handbook chapters will be supplemented with bulletins on information of a temporary nature.



John F. Blake
Deputy Director
for
Management and Services

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FOREWORD

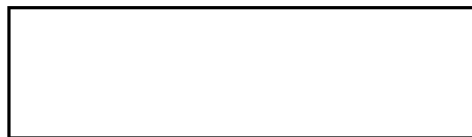
1. This chapter of the Records Management Handbook establishes guidance, standards, methods, techniques, and procedures for the Agency's Vital Records Program. It is written primarily for personnel in the records management field, but it also tells other management personnel and their staffs how this program operates, their responsibilities in connection with it and what it can contribute to management.

2. The handbook chapter is issued to implement a comprehensive and continuing Agency-wide Vital Records Program and to influence all managers to participate actively to produce the most efficient and effective program possible.

3. The Vital Records Program operates on a decentralized basis. The active participation and cooperation of all echelons of command in this program is encouraged.

4. This chapter is designed to cover a majority of vital records matters; however, it must be realized that it cannot deal with all situations which may occur. Questions arising concerning the handbook chapter content may be submitted to Chief, Information Systems Analysis Staff (C/ISAS). You are encouraged to submit suggestions and recommendations for improving and standardizing methods, techniques, and procedures pertaining to records management in general and those included within this chapter.

5. This handbook will be revised as required. Approved revisions will be distributed to handbook chapter recipients with filing instructions. The handbook chapters will be supplemented with bulletins on information of a temporary nature.



John F. Blake
Deputy Director
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Management and Services

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Approved For Release 2003/02/27 : CIA-RDP84-00780R006100080005-4

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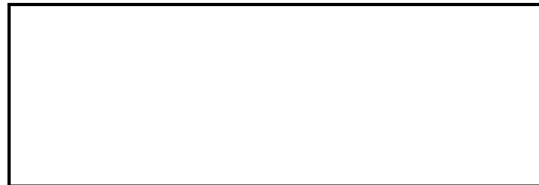
MEMORANDUM FOR: Mr. John Blake, DDM&S

SUBJECT : Records Management Handbook

1. Attached are the first chapters of the Records Management Handbook: Duties and Responsibilities and Vital Records Program. Additional chapters relating to other elements of the Agency's Records Management Program will be published by the Information Systems Analysis Staff in support of its responsibility to provide guidelines covering the direction, scope, and content of the Program.

2. All Records Management Officer (RMO's) and Records Administration Officers (RAO's) will be issued a complete set for ready reference. Certain chapters will be issued through training classes and as needed to those personnel performing records duties relating to the published chapters. The RMO's and RAO's will be furnished three-ring notebooks for maintaining their complete sets of the Handbook.

3. The Records Administration Branch will provide updated material as it becomes available.



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Chief
Information Systems Analysis Staff

Attachments:

- 2 Handbook Chapters:
 - Duties and Responsibilities
 - Vital Records Program